



**TRINIDAD STATE COLLEGE  
RESIDENCE HALL HANDBOOK  
2022-2023**

**The Residence Life Staff would like to welcome you to Trinidad State College.** We are proud of our programs for housing students on campus where you can be surrounded by a number of opportunities for academic, cultural, and social growth. This handbook will serve as a resource guide to help you be successful as you transition to living in TSC's residence halls. We realize the importance of knowing what is expected from us and what is expected of you to make this living experience positive. If you have any concerns or suggestions, please call the Director of Housing at 719.846.5497.

Residence Life is an extension of the Student Life Office. The Chief Student Conduct Officer oversees all Student Code of Conduct infractions - including on-campus living. Residence Life Personnel are provided authority by the Student Life Office to ensure the Student Code of Conduct is upheld in the residence halls. When a student violates the Student Code of Conduct in a residence hall, the student will have to comply with disciplinary action(s) from Residence Life, the Chief Student Conduct Officer and possible law enforcement.

## **Residence Life Philosophy**

The Residence Life staff promotes an environment conducive to the creation of respectful and supportive learning communities. Such communities actively promote, teach, model, and reward an environment that respects social responsibility and healthy life choices free of addictive behaviors. Our staff serves and works with students, faculty, staff, and the local community to provide a healthy and safe environment necessary for learning.

## **Non-Discrimination Policy**

Non-Discrimination Policy Trinidad State College is an equal opportunity educational institution and does not discriminate on the basis of age, race, religion, color, national origin, sex, or disability in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504, Age Discrimination Act, and Title II of the ADA. The College has designated the Director of Human Resources as its Affirmative Action Officer with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact the Director of Human Resources, 600 Prospect Street, Trinidad, CO, 81082, (719) 846-5538; or the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, CO, 80204, (303) 844-2981, TDD (303) 844-3417. Also, the Title IX Compliance Officer at TSC is Yvette Atencio, Human Resources Director (719) 846-5538 or (719) 589-7050

## **Respect for the Rights of Others**

Students living in the residence halls are expected to abide by standards of conduct, which are consistent with the educational objectives and priorities of TSC. Respect and consideration for the rights of others and their needs for study time and rest must receive priority over other needs. The residence hall staff helps to create an atmosphere conducive to study, enjoyment, and learning how to live responsibly with other individuals. Each student is expected to respond appropriately to requests from fellow students and staff concerning behavior that does not honor this priority. Should students choose to place themselves in a situation in which others are in violation of College or residence hall policies or procedures, they may also be held responsible for that violation to the same extent as those persons committing a violation (i.e., aiding, abetting, or inciting others).

## **Residence Life Commitment to Diversity**

The students and staff of the residence halls at TSC are a multicultural community of individuals. We are of diverse racial, ethnic, class backgrounds, and national origins. Our views encompass a broad spectrum of religious and political beliefs, and our sexual orientations may differ. We are unique in that we strive to work and live together, and in the process, we can learn from one another in an atmosphere of positive contact and mutual respect.

We expect students to respect the rights of others and to be effective citizens of the residence halls and TSC community.

Bigotry has no place within our community, nor does the denigration of other human beings on the basis of age, physical handicap, national origin, sexual orientation, race, gender, or religious affiliation. We do not tolerate verbal or written abuse, threats, intimidation, violence, or other forms of harassment against any member of our community. Likewise, we do not accept ignorance, anger, alcohol, or substance abuse as an excuse, reason, or rationale for such behavior. All of us who work and live in the residence hall community must be committed to these principles, which are an integral part of our purpose, values, and daily activities.

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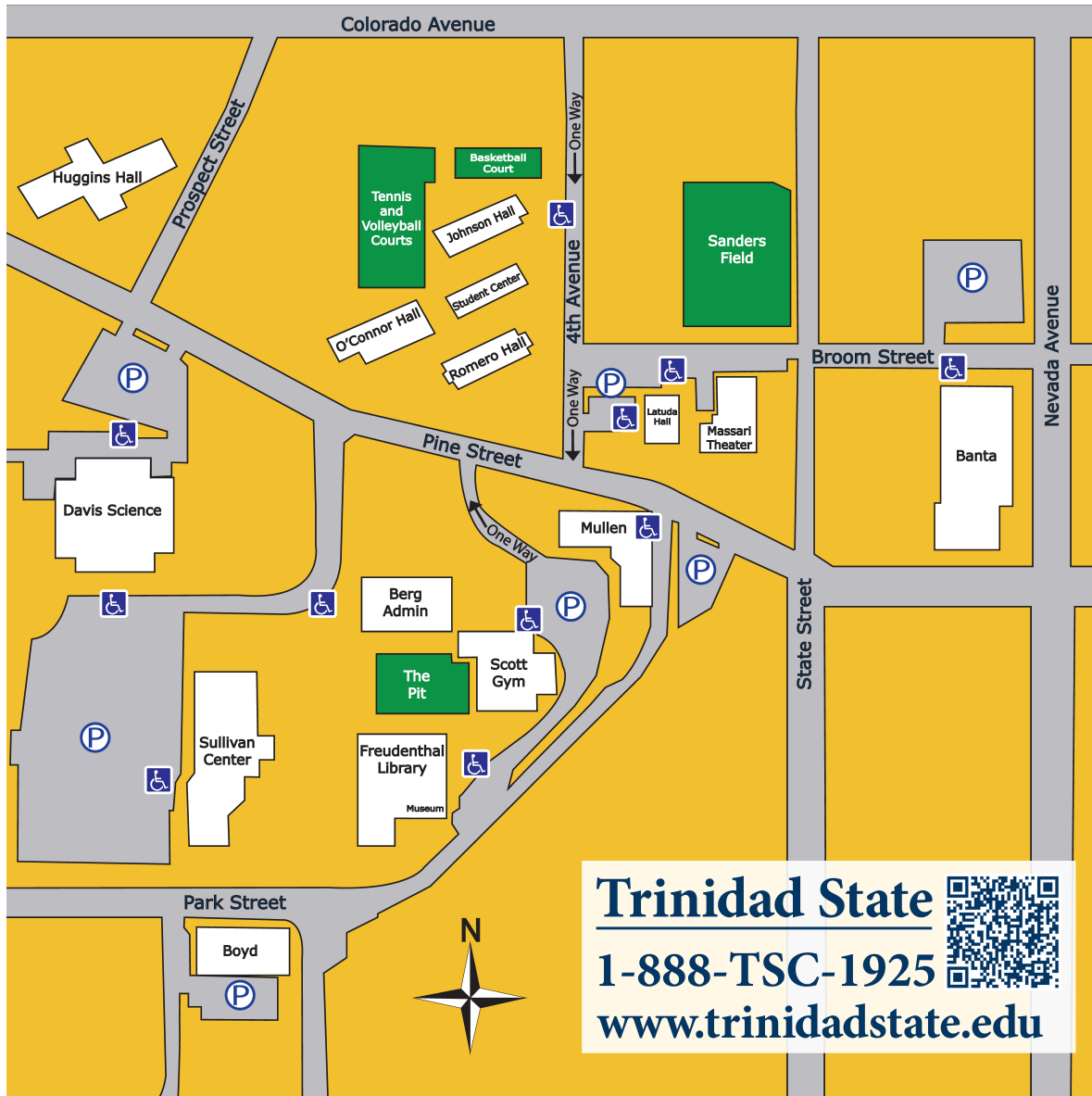
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# Campus Map



**Trinidad State**  
 1-888-TSC-1925  
[www.trinidadstate.edu](http://www.trinidadstate.edu)

**Banta** - Auto Mechanics, Construction Tech, Maintenance Headquarters, Welding

**Berg Admin** - Academic Affairs Office, Admissions, Business Office, Classrooms, CTE Advising, Financial Aid, human Resources, Job Placement, Registrar, President's Office, Student Services Office

**Boyd Tech** - Classrooms, Athletics, Multimedia Facility, Marketing

**Davis** - Classrooms, Science, Math, IT Department, Nursing

**Freudenthal Library** - Archeology Museum, Classrooms, Learning Center, Library, Student Success Center, Writing Center, Math Lab

**Johnson Hall** - Residence Hall

**Latuda Hall** - Adult Education Services, GED Testing

**Huggins Hall** - Residence Hall

**Massari Theater** - Performance Arts Classrooms, Theater

**Mullen** - Cosmetology, Gunsmithing

**O'Connor Hall** - Residence Hall

**Romero Hall** - Residence Hall

**Sanders Field** - Soccer Practice Field

**Scott Gym** - Cardio Room, Coaches Offices, Gymnasium, Physical Education Classrooms, Weight Room

**Student Center** - Game Room, TV Lounge, Computer Lab, Kitchen, Student Activities

**Sullivan Center** - Aerobics Classroom, Bookstore, Cafeteria, Leone Lounge, Pioneer Room

## Residence Hall Staff

The residence halls are under the supervision of the Director of Housing. Housing staff are trained to assist and advise students as well as administer the operation of the residence halls. Their responsibilities are many, including the enforcement of College rules and regulations. The Director of Housing work with Resident Assistants to help you develop and maintain an environment that promotes academic, personal, cultural, and social growth in the residence halls. This staff works closely with other staff, such as the Chief Student Conduct Officer, Student Services Office, Business Office, Maintenance Personnel, and Dining Services workers. All help to make your residence hall a great place to live.

## Residence Assistant

The residence hall staff member you will have the most contact with is your Resident Assistant (RA) and hall staff. Each floor has an RA who is a student employed by the College to work with the students living on a floor community. RAs are knowledgeable about campus resources and their services to students and will assist you with your questions and concerns. Your RA will work with all members of your floor to build a community. Utilizing diverse, social and educational programs and floor meetings, your RA will challenge members within your community to grow both personally and academically.

The RAs and residents are responsible for helping to create an atmosphere conducive to study and enjoyment. The RAs are there to help you learn how to live respectfully and responsibly with other individuals. When your behavior does not adhere to College rules and regulations, they are responsible for confronting you. They have the job of being mentor, and a role model who is willing to take time to be of service to you.

Residence hall staff recognize that they cannot make the residence hall a good place to live without your help. When they need your cooperation, they will ask you for it and you will be expected to respond to their requests. Get to know your RA and the other staff who work in your residence hall. They are interested in you and want your residence hall experience to be positive. They are supportive of your personal growth and success in the College community. You are joining a community of learners and the Residence Life staff is here to assist you in this transition.

## Important Dates

### Fall Semester

Residence Halls Open	Thursday before 1st day of Class.
Dining Services Begin	Thursday dinner before the 1st day of class.
Census Date (Official headcount date)	Two weeks after start of semester.
Thanksgiving Break	November 24-26 Halls are open, no food service.

Residence Halls & Dining Services close the day after Final Exams  
Residents are required to comply with room check procedures. Students are asked to leave 24 hours after last final exam.

### Spring Semester

Residence Halls Open	Sunday before 1st Day of Class.
Dining Services Begin	Sunday dinner the night before 1st Day of Class.
Census Date (Official headcount date)	2 weeks after start of semester
Spring Break	March 23 - 27 Halls are open, no food service.
Residence Halls & Dining Services Close	2nd Friday in May.

Residents are required to comply with room check procedures. Students are asked to leave 24 hours after last final exam.

For specific dates call 719.846.5497, or check <http://www.trinidadstate.edu/academic-calendar/index.html>

# Getting Started

Living in a residence hall provides an overall educational experience that contributes to the student's development. Group living challenges each student to develop a new personal awareness, to exchange ideas and to explore serious commitments to learning. One of the most rewarding aspects of the college experience is residence life.

Students living in the residence halls are expected to abide by Trinidad State's standards of conduct, which are published in the Student Handbook. Respect and consideration for the rights of others and their needs for study time and rest are of first importance. If a student's behavior is disruptive to others or the community, that student is expected to respond to requests from staff and fellow students. Living in the halls is a privilege with many resources to assist you in your academic pursuits here at Trinidad State College. The housing staff and College expect you to be an effective citizen of the Trinidad State community.

<http://trinidadstate.edu/pdf/students/documents/StudentHandbook.pdf>

## Residence Halls

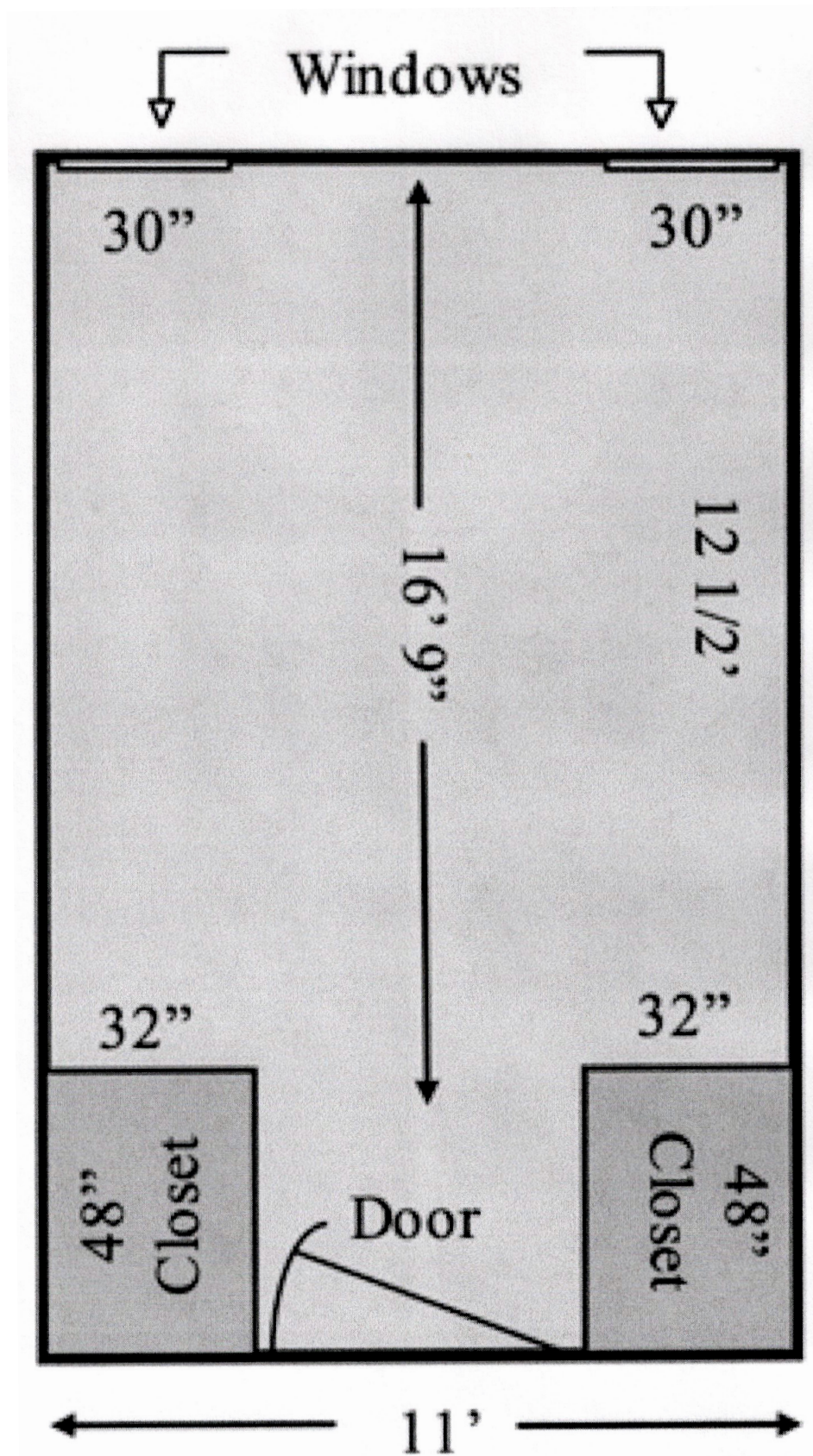
The Trinidad campus of Trinidad State College has four residence halls with capacity for approximately 300 students. The rooms are double occupancy; single occupancy requests may be made but are not guaranteed until after room assignments have been issued. Residence Hall students must purchase a meal plan. Each residence hall is supervised by RAs, Assistant Coaches and two live-in staff members.

Residence Halls have a lounge, computer lab, or study room. Laundry facilities are provided in each residence hall. Internet and cable television are provided in each room. All rooms are furnished with an extra long twin bed, dresser, closet, desk and chair. To the right are the dimensions of a residence hall room.

Please visit

[http://trinidadstate.edu/pdf/students/housing/housing\\_what2bring\\_checklist.pdf](http://trinidadstate.edu/pdf/students/housing/housing_what2bring_checklist.pdf)

for more information about items to consider bringing with you and items not to bring.



## Applying for Housing

To reside in a residence hall, a student must enroll at Trinidad State College, provide proof of immunization as required by Colorado law, submit a housing application, and pay the \$100 housing deposit. Students may be subject to a criminal background check.

The housing reservation form can be found on the college's website. The housing deposit may be paid by check or credit card. Send check payments to:

Business Office (Ruth Blasi)  
Trinidad State Junior College  
600 Prospect Street  
Trinidad, CO 81082

Credit card payments may be made over the phone by calling, Ruth Blasi at 719.846.5547 or Penny Bueno at 719.846.5542.

A housing reservation form does not guarantee admission to the college.

## Semester Hour Requirement

Students living on campus must be enrolled and remain enrolled for the duration of the semester. Students below full-time status requesting a housing reservation application will be reviewed on a case by case basis. A student who withdraws or drops all classes will be provided up to 48 hours to move out of the residence hall. The housing deposit is nonrefundable.



## Immunization Policy

Colorado law requires that all full-time students born after January 1, 1957, show proof of immunization against measles, mumps, and rubella (MMR). As of July 2005, Colorado law requires proof of meningitis immunization (MEN ACWY) for all students who reside in a residence hall. Meningitis vaccine must be within the last 5 years. While the Colorado Board of Health does not currently require vaccination against COVID-19 for students, Trinidad State College requires that all students living in on-campus housing receive the COVID-19 vaccination.

Students must submit a COVID-19 immunization record or receive an exemption as of the date they apply for campus housing. The COVID-19 immunization record must reflect any second dose necessary for full immunization. The College will provide students with a list of local providers offering the COVID-19 vaccine at no cost.

Proof of immunization is required at the time of application. Students WILL NOT be allowed to move in to a residence hall without proof of immunization records. Immunization records will be required for an application for a residence hall room to become valid.

## Criminal History Background Check

Each student requesting to stay in a residence hall is required to identify if they have a criminal background. Failure to identify a criminal background history may result in the immediate removal from a residence hall. Residence hall applicants who indicate a pending charge or conviction for a felony, Class A, and/or Class B misdemeanor may have their application denied. Applicants that indicate a criminal history will have their application reviewed.

## Room Cancellations

In the event you need to make a room cancellation prior to the first day of classes, for any semester, please call 719.846.5497 or email the Director of Housing. Please remember that room cancellations may result in the loss of the housing deposit. Any cancellation notifications after the first day of classes may result in prorated room and meal plan charges. Failure to check into the hall while attending TSC will not cancel your room and meal plan contract. An enrolled and attending student will be charged for these services.

## Contract Information

The Residence Hall Contract is a legally binding document between the student residing in the residence hall and Trinidad State College. No subletting or cohabitation of any type is permitted. Cohabitation is a visitor other than the student listed on the contract staying in a room for an extended period of time (3 nights). Overnight guests must be approved by the housing director. The Residence Hall Contract is valid for one (1) academic year. The Residence Hall Contract is considered to be terminated at the end of one (1) academic year. Failure to meet the requirements for housing, disciplinary action resulting in the removal from the residence hall, failure to meet with the Housing Office by census date, or early withdrawal as determined by the college may result in the loss of the housing deposit.

As part of the Residence Hall Contract, the student is responsible for items provided by the college at the time of move-in (keys, furniture, fixtures, structure, etc.). The student has the opportunity to preview the room and is encouraged to make notes regarding the condition of items provided by the college. It is extremely important that you carefully and thoroughly examine the items and make notes as to their condition to avoid being charged for pre-existing damages when you check out. Sign the room condition sheet only when it accurately represents the condition of the room at the time you take responsibility for it. If items provided by the college are damaged, the student who the items were provided to is responsible for restitution. Failure to complete the contract for any reason, other than disciplinary removal from the residence hall and/or college, may result in the student being held to the remainder of the cost of the contract period. A full copy of the Housing Contract can be found on page 26.





## Accessibility - Housing

Special housing accommodations are available. The Special Populations Coordinator, Brooke Lucero 719.846.5624, should be contacted to determine need and availability of resources.

## Cleaning

Each student is responsible for keeping their room clean. The college provides a large dumpster outside of each residence hall for students to discard their trash. Room trash must be taken to the outside dumpster. Selected cleaning supplies and equipment are provided for your use. Please contact the housing office to access the cleaning supplies. Students are responsible for the cost to repair/replace damages caused to cleaning equipment while the student borrows the items.

Custodial services are provided for all bathroom facilities, corridors, floor lounges, and other public areas. Common courtesy and respect is expected in the public areas. We ask that if you made the mess then you clean it up. Receptacles provided in each bathroom are for toiletry trash only. Misuse of bathroom facilities may result in a \$25 cleaning charge for each student in the residence hall.

## Emergency

An emergency is defined as fire, life, and safety issues. In an emergency contact the Trinidad Police Department at 911. Also, call the non-emergency Police Department number 4441 or campus security at 719.680.2119 and Housing at 719.680.1520.

## Furnishings, Bunks, and Other Alterations

Students are responsible for the College furnishings provided in their rooms. All rooms are furnished with a extra long twin bed, dresser, closet, desk and chair. Beds may be bunked or un-bunked, please contact the Housing staff for the proper equipment. All furniture provided in your room must remain in the room you are assigned at all times.

Due to weight restrictions and possible damage from puncture, water-filled furniture (i.e. water beds) are not permitted. Portable air conditioners and evaporative coolers are not allowed in any hall due to electrical restrictions. Check with the Director of Housing prior to move-in to ensure an item you would like to add to the room is acceptable. The Director of Housing has final authorization of acceptable items.

Residents must provide their own bedding, towels and personal articles. Furnishings designed for use in public areas are not to be moved into students' rooms. Failure to follow the Furnishings Policy may result in charges to replace/repair damages.

## Hall Facilities

Residence halls have facilities to meet your interests and academic pursuits. We welcome you to enjoy the areas provided to you and the furniture or equipment available. Your respect for those items is greatly appreciated as they are meant to be for your use. However; damage, misuse or removal of college property will result in a fine for residence hall occupants and the item(s) may not be replaced.

## Heating Systems

The efficient circulation of heat from the hot-water radiation panel in your room requires that unrestricted air flow be permitted from the bottom of the radiator panel as well as the upper vent area. Room arrangements and additional furnishings must allow for this air circulation. Restriction of this air flow can result in frozen pipes and extensive water damages. NEVER close any valves or shut-off devices on the pipelines that control heat circulation to other areas of the floor.

## Housing Offices & Staff

Huggins and O'Connor Hall have offices located in them. The residence life staff is there to assist you with problems you may have or direct you to the best resource. Here you may find replacement keys, cleaning items, and various kinds of other equipment. The hall office is an excellent place to gain information about almost anything that is happening in the hall, on campus, or in the community. In addition to office staff there are housing staff in each hall.

You are responsible for working with the housing staff to begin the process of changing rooms/halls. Residence life staff provide a communication center for you and can assist you in contacting resources on and off campus.

## Internet Access

Wireless Internet access is available in each residence hall. In order to use the Internet connection, residents must have a LEGAL copy of an operating system (OS) and meet basic security requirements. These requirements include up-to-date OS patches, anti virus definitions, and anti spyware definitions. All Administrative level and user accounts on personal computer systems should be password protected. You must abide by Residence Life and College Network/Internet policy found in the Student Handbook.

You are responsible for your computer system regardless of where it is used or by whom. For problems with your wireless connection, please call or leave a voice mail with the Technology Services Help Desk at 719.846.5663 Monday through Friday from 8:00 a.m. to 5:00 p.m.

## Keys

Students are responsible for the keys issued to them by the College. Students are not permitted to give their keys to any individual except a College representative. Students may not duplicate, possess or use any unauthorized duplicate key to a room, or building entrance. Possession of unauthorized keys may result in a fine and /or disciplinary action. Any lost or misplaced keys must be reported at once to your RA, or a member of the Housing Staff. Key replacement costs are: entry key \$125, and room key \$25. If you lock yourself out of your room, the Director of Housing, an Assistant Coach or Security can unlock the room for a fee of \$10. The \$10 fee will be charged to your student account. Residents should not rely on residence hall personnel to perform this service on a regular basis.

Habitual lock-outs may result in lock changes at your expense and a code of conduct meeting. If you leave your keys at home, you may be issued another set of keys for 5 days. After 5 days the original set of keys will be considered lost and charges will be applied.

### **Laundry**

Each residence hall has laundry facilities. If laundry equipment is broken or not functioning properly please contact the Housing Office or 719.680.1520.

### **Mail - Your TSC Address**

Your mail may be picked up in the Berg mail room. A photo ID is required to receive your mail from the mail office. All incoming mail should be addressed in the following manner.

Resident's Name  
Residence Hall Name and Room Number  
600 Prospect Street  
Trinidad, CO 81082

### **Renter's Insurance**

It is highly recommended that all students living in the residence halls obtain insurance to cover personal items (TV's, books, computers, etc.) that may be damaged by natural disasters or stolen. The College will not assume responsibility for the theft, destruction, loss of money, valuables or other personal property belonging to or in the custody of the student, resident's room, storage area, public areas or elsewhere in the hall or campus, including the baggage handling area related to shipment storage. To help insure the safety of your belonging please lock your deadbolt and shut/lock your windows when you are not in the room.

### **Room/Hall Change Request**

Changes to room and/or hall assignments may be made by the Director of Housing. Most reassignments occur after census date or during a break between semesters. Persons making unauthorized room and/or hall changes may be subject to hall fine and loss of the housing deposit.

### **Room Consolidation/Double-as-Single Policy**

The College and Housing Office are obligated to make maximum use of all space. When students are left without a roommate through no fault of their own (i.e. room changes, withdrawal of their roommate), they may have two options: Sign a Double-as-Single Contract, which guarantees a single room for the remainder of the semester and/or academic year, by paying an additional fee (prorated, determined by the Business Office, by the day the roommate leaves), or The Room Consolidation Policy: Remain in the room at no additional charge under the condition that they may receive a roommate assignment or be reassigned to another room to permit the maximum use of paid space. If assignment to another room is necessary, every effort is made to keep the student being moved in the same hall and on the same floor. The decision to allow students to keep the single room for spring semester will be determined by the need for spaces and will be announced as soon as possible. Students whose roommate leaves at the end of fall semester are

not guaranteed a single room for the spring semester. It is important that the student prepare the room to receive a new roommate before check-out and leaving at the end of the fall semester. Decisions regarding availability of the room as a single will not be announced until after census date. If space is available, the student will be offered a Double-As-Single Room Contract. The student is given 5 days to notify the Housing Office if they want the Double-As-Single or Room Consolidation option.

### **Room Occupancy Checks**

Room occupancy checks will happen Census week and whenever there is a question as to who is occupying an assigned room, to verify occupancy of residents assigned to that room.

### **Room Safety and Security Checks**

Room safety and security checks will happen throughout the year. These are conducted to maintain college property and insure that college and residential policy's are upheld to maintain a safe environment within the residential halls. Usually they will be announced 48 hours prior to room checks. Residents do not have to be present. Room checks will be performed during breaks to make sure that directions were followed to maintain building maintenance and security. Any violations of residential halls rules or college rules will face fines and/or conduct proceedings. Any locked containers or cabinets found will be required to be opened at the time of room checks. If resident is not present the room will be secured and when resident returns they will be required to open the container/cabinet. Failure to do so will result in conduct and possible removal from college housing.

### **Semester/Holiday Breaks**

Residence halls are closed and there is no on-campus housing during the break between semesters (fall/spring, spring/summer, summer/fall). Failure to check-out at the closing time will result in a \$50 fee. Watch your mailbox or notes posted in each residence hall for additional details around the semester break.

If you are unable to check-out prior to the posted date, prior approval must be given by the Director of Housing. Failure to obtain prior approval will result in a \$50 late check-out fee and a daily rent charge of \$50 a day.

If you are not returning for the spring semester you **MUST** check out when you leave. It is your responsibility to contact your RA or director of housing to complete the move-out and housing termination process. Failure to do so may result in the loss of the housing deposit and additional charges. Abandon property becomes property of the college.

If you lose a roommate during or at the end of the semester, you must prepare your room for double occupancy prior to check-out.

If you are academically dismissed or for some other unforeseen reason you find, after the semester break begins, that you will not return for the spring semester, you may check-out by making an appointment with the Director of

Housing. You must check-out one (1) week prior to the 1st day of classes for the spring semester. Failure to check out on time may result in the loss of your housing deposit and a daily rent charge until you check out is complete.

Trinidad State College highly recommends that you provide up-to-date contact information (e.g., email address, phone number, mailing address, etc.). Failure to do so may delay refunds, result in the forfeiture of your belongings or cancellation of your housing assignment.

### **Temporary Moves**

Students may be required to move to another hall/room in the case of disciplinary proceedings, emergency situations, or due to structural needs related to building maintenance.

### **Temporary Spaces**

If you are one of the last students assigned to a particular residence hall, there is a possibility that you may be placed in a temporary room when you first arrive. As spaces in permanent rooms become available, due to late cancellations and withdrawals, residents will be moved into a permanent space. If you are initially assigned to a temporary space within one of the residence halls, your cooperation and understanding during this opening period is appreciated.

### **Personal Property - Abandonment**

Items left in the students' room after termination of the Residence Hall Contract will be considered abandoned after 7 days. If a student abandons any personal property in the student room following the termination of the Residence Hall Contract or the checking out by the resident, such property shall be disposed of by the Housing staff and charged to the student for disposal at a rate of \$25 per hour.

### **Personal Property - Storage**

TSC does not provide storage facilities for resident items. Please plan to only bring items that fit in your room. TSC recommends you only bring items that will fit in your car, large bulky items such as furniture, bicycles, scooter, motorcycles, and large appliances may not fit in your room or be allowed by the Housing staff. Gasoline, propane tanks or torches, other flammable materials, and tires are also prohibited from being stored in your room.

There is no ammunition allowed in the residence halls and ammunition storage is not provided

### **Refrigerators/Microwaves**

Students may bring their own refrigerators as long as it meets the following requirements: The unit specifications are not to exceed the maximum of 4.6 cubic ft. Can not exceed 115 volt, 60 cycles AC 1000 watt. The appliance must be electrical and UL approved. Microwaves are required to be under 1000 watts.

Due to fire safety standards any items with an open flame or exposed heating coils are NOT allowed in residence hall rooms, this includes indoor grills, hot plates, rice cookers, crock pots, griddles, toasters, toaster ovens, electric cooking appliances. Approved appliances are considered to be coffee makers, hot water kettles, blenders, and microwaves that fit the power consumption guidelines.

The Director of Housing has final authority to approve or deny use of appliances. The College reserves the right to inspect refrigerators for unsanitary conditions.

### **Repairs**

Maintenance personnel are available to make repairs. Maintenance requests must be in writing through the Director of Housing. Please include the following in your request: Name, Phone Number, Residence Hall, Room Number, and Nature of the Problem. All attempts will be made to process your request within two business days.

If service is urgent please contact the Director of Housing immediately. Urgent service includes: no water, no heat, no electricity, electrical hazard, flooding or water leak, fire, smell of gas, lock malfunction, window breakage, or any condition that represents a significant imminent threat or potential hazard to the community.

Maintenance personnel do not repair; refrigerators, microwaves, phones, or any personal items.

### **Temperature Control**

Thermostats are in various rooms throughout the residence halls. A thermostat in a room will control heat in four other rooms. Please refer to the thermostat control chart located in the residence hall offices to determine which rooms hold the temperature control for your room.

Students must not attempt to adjust a thermostat without speaking to the residents in the connecting rooms. Understand that any alteration to a thermostat affects those in the other rooms. Please notify the Director of Housing if heat control becomes a problem. If a resident causes a thermostat to malfunction, the resident will be held responsible for that thermostat unit. The average cost will be \$125 to the student. Please see the Director of Housing for specifications regarding space heaters. Air conditioners are not allowed in residence hall. Windows are also part of the temperature control system. Students are expected to keep windows shut when not in the room. Housing staff requests that if a student will be out of their room for a few days, that the window is closed prior to leaving. Ensuring windows are closed during any break is vital. Housing staff reserves the right to enter a students room to close windows.

# Decorating Your Room

The Housing Office recognizes that students may desire to personalize their rooms. We encourage and support room personalization efforts. However, we ask that each resident read this handbook before beginning any extensive personalization of their room, and be sure the Safety and Security Standards are met.

It is recommended that you talk with your roommate and discuss what the two of you would like to accomplish before you begin. Please keep in mind that you must leave the room in the same condition it was in when you moved in at the beginning of the semester.

Student rooms will be inspected prior to move-in, at semester breaks, at move-out and other times throughout the year. Inspections may be announced or unannounced.

## Painting and Room Decoration

Students are NOT ALLOWED to paint their residence hall rooms. Any alterations or changes to a resident's room must be completed by College personnel only. The use of contact paper on College property is prohibited. Decorative display and/or collection of empty alcoholic beverage containers and/or drug paraphernalia is prohibited in residence hall rooms. Derogatory and/or offensive decoration is prohibited. The Director of Housing has final authority on what is derogatory and/or offensive. Students violating this policy will be referred to the conduct officer.

## Window Blinds

Window Blinds are provided by the College. They meet fire code and should not be removed or replaced except by College staff. Damages to the window blinds in your room may result to disciplinary action and monetary fines.

## Room Carpeting

Please check with the Housing Office prior to installing any room carpets. Throw rugs are acceptable. Jute backed rugs will not leave residue, rugs with foam backing will not be approved.

## Walls, Doors, and Ceilings

Although you are encouraged to decorate your room, do not write or paint on the walls of your room or the interior or exterior of your room door. A charge will be assessed for any cleanup required.

Do not use glow-in-the-dark stickers, chalk, glue, or tape on walls, ceilings, or doors. They are extremely difficult to remove and there can be expensive charges to remove them. Do not write on the walls with ANY materials. Any necessary cleanup and/or damage will result in charges. Since brick is porous, chalk is very hard to remove and there may be extensive cleanup charges.

Tampering with and/or covering smoke detector is prohibited. Placing any obstruction along the base of the door is also prohibited. If discovered the incident will be reported to the conduct officer.

We encourage students to look into non-permanent devices such as poster putty and command strips to display personal items.



Residents are required to purchase a meal plan. Three meal plan options are available, a 19 meals a week, 15 meals a week and 10 meals a week. Students are automatically assigned the 19 meal plan. If a student wishes to change to a different plan, it is the responsibility of the student to contact the Director of Housing prior to census date. It is also the responsibility of the student to check with the business office or on the student portal to ensure they are being charged for the requested meal plan. A meal plan may only be changed once per semester prior to the census date. No meal plan changes are allowed after census date.

It is the responsibility of each student to carry his or her student ID at all times and present it to Dining Services at each meal. Failure to do so may result in refusal of service. ID cards cannot be loaned or given to any other person as this can jeopardize your dining facility privileges. Meal privileges are non-transferable. Colorado Sanitation requirements state that persons must be fully clothed (including shoes) while in the Dining Facility.

Students who are unable to eat their meals in the Dining Facility because of illness, injury or college approved travel need to contact the Dining Services Manager. Arrangements may be made to accommodate these circumstances.

Removal of food is only permitted when delivering a meal to a resident who, due to illness or injury are unable to eat their meal in the Dining Facility.

Portable stereos, CD players, or other electronic devices must have personal headphones during meals. DO NOT take food, dishes or utensils from the Dining Area. If items belonging to the dining area (i.e., plates, cups, utensils, etc.) are found in your possession and/or room you may be charged for the replacement of the item(s).

## **Meal Times**

Dining Services provides breakfast, lunch and dinner. Specific meal times are posted in the Dining Facility. Please note that changes to meal times may occur. If so, information will be in the Dining Facility and may be posted in the residence halls.

## **Dining Facility Behavior**

Pranks, practical jokes, and specifically "food fights" are prohibited in the Dining Facility. Excessive noise and derogatory/offensive behavior or language will not be tolerated. Such behavior may result in immediate removal from the dining facility, revoked dining privileges, and be referred to the conduct officer.

## **Dining - Guests**

Guest meals may be purchase from the Dining Services Manager. Guests are held to the same standards as residents and the resident is responsible for the behavior of their guest.

## **Special Dietary Needs**

Students with special dietary needs should contact the Dining Services Manager at 719.846.5629 to determine availability of resources or to review the nutritional values of our food items.

## **Your Comments, Please!**

Our goal is to provide you with the best dining service possible. Please let us know how we are doing! To contact any of our dining services staff, either call 719.846.5629 or the Dining Services Manager with your questions or concerns.



# Responsibilities and Rights

The following are the expectations residents and guests are to follow while living in or visiting the residence halls and surrounding areas at TSC. Resident and guest expectations are not limited to only the items listed. The College reserves the right to hold residents and guests to standards listed in the Student Handbook Code of Conduct, and this Residence Hall Handbook.

## Advertising

Each residence hall has a designated community display area where advertising materials may be displayed. Anyone wishing to use the community display area may contact the Director of Housing to find out the location of the area. Those wishing to advertise should provide their own push pins/staples to display materials. Advertising should avoid the use of obscene language and may not promote illegal behavior including the underage consumption of alcohol or illegal drug use. Advertisements that do not follow these guidelines or are displayed in areas other than the community bulletin board will be taken down and discarded. Student Life and Trinidad State staff members may advertise TSC sponsored events at other locations in the residence halls upon approval.

## Alcohol Policy

Federal and State laws control alcohol and illegal drugs. TSC reports violations to local police departments and the conduct officer. Trinidad State College and the Student Code of Conduct strictly prohibit engaging in the unauthorized or unlawful manufacture, distribution, dispensation, possession or use/abuse of alcohol or illicit drugs on property or use as part of College activities. In addition it is a violation to possess, consume or distribute any alcoholic beverages in violation of college rules and regulations or appear on campus while under the influence or intoxicated. The TSC Student Handbook outlines the College's policy on drug and alcohol use and outlines the TSC Student Code of Conduct penalties associated with alcohol and drug use.

The TSC Student Handbook indicates that alcoholic beverages are NOT permitted in any state building or state property including the residence halls (Huggins, O'Connor, Johnson and Romero) and surrounding grounds. Any student or guest possessing or consuming alcohol, possessing empty alcohol containers in the residence halls or elsewhere on campus will be subject to residence hall fine and TSC Student Handbook/Code of Conduct related discipline and law local enforcement, which could lead to eviction from the residence halls or suspension or expulsion from campus.

This includes students and guests above 21 years of age.

## Blood Borne Pathogens

Due to the serious nature of blood borne pathogens, students finding blood, vomit, or other bodily fluids in bathrooms, residence hall rooms, or common areas should report it immediately to residence hall staff. Students responsible for these incidents are required to clean the affected location. Staff will provide disinfectant and instructions for safe decontamination of the area. Students responsible for such incidents that fail to clean affected areas will be charged for cleaning fees at the over time rate for custodial staff.

## Building Access

Safety is a top priority at TSC and taken very seriously. Controlling building access is a vital part of safety measures. Therefore, do not prop or otherwise obstruct the normal operation of any security door in the residence halls. This includes exterior (entry/exit) doors. Any individual caught by security, an RA, Residence Coordinator, Director of Housing propping open an entrance door, or letting a person or group of people in that are not escorted will be fined \$20. When a door is found propped open and no one takes responsibility, then that entire residence hall may be fined. Please report infractions immediately to a member of the Housing Staff.



## **Candles, Open Flames and Flammables**

Due to fire safety standards candles (including unburned, decorative, or candle warmers) and any items with an open flame or exposed heating coils are NOT allowed in residence hall rooms, this includes indoor grills, hot plates, rice cookers, crock pots, griddles, toasters, toaster ovens, electric cooking appliances. Incense burning is NOT permitted. Approved appliances are considered to be coffee makers, hot water kettles, blenders, and microwaves that fit the power consumption guidelines.

If found in student rooms flammables will be confiscated, and resident will be fined \$50 per item and be referred to the conduct officer.

## **Compliance With Officials**

Residents and their guests are expected to comply with the verbal or written directions of any College official or police officer acting in the performance of their duties and in the scope of their employment.

## **Criminal Background**

Students requesting to stay in the residence halls are required to identify if they have a criminal background. Failure to identify a criminal background history may result in the immediate removal from the residence halls and further sanctions by the College, up to expulsion from college. Violations that may disqualify a housing applicant from living in the residence halls include: a) Any violent felony convictions of homicide; b) Crimes of violence (assault, sexual offenses, arson, kidnapping, any crime against an at-risk adult or juvenile, etc.) as defined in section in the Colorado Revised Statute; c) Any offense involving unlawful sexual behavior; of any of the above offenses. d) Any crime, the underlying basis of which has been found by the court on the record to include the act of domestic violence, as defined in the Colorado Revised Statute; e) Any

crime related to the sale, possession, distribution or transfer of narcotics or controlled substances; f) Any felony theft crimes; g) Any crime of child abuse, as defined in the Colorado Revised Statute; h) Registered sex offenders; i) Any offense in another state, the elements of which are substantially similar to the elements listed above.

Residence Hall applicants who indicate a criminal history response will be reviewed by the Director of Housing. Based on the criminal history violations and follow up admission TSC may deny residency to a student. A student who wishes to appeal a residence hall denial should direct their appeal to the Vice President of Student Services. The appeal must be filed in writing within 72 hours of the denial notification for appeal consideration.

## **Clery Act Statistics**

Trinidad State College provides this Annual Security Report to comply with the Crime Awareness and Campus Security Act of 1990, also known as the Clery Act. This report provides current and perspective students, faculty and staff with a comprehensive and transparent overview of the safety and security policies on our campuses and sites. This report is prepared annually in collaboration with the Chief Conduct Officer, Vice President of Student Services, Dean of Students, campus security, local law enforcement agencies and includes crime statistics from the three preceding calendar years for each campus. The Daily Crime Log can be found here: <http://www.trinidadstate.edu/safe-campus/daily-crime-log.html>

## **Damage**

Students are liable for any damage that they cause to College property and may need to pay replacement or restoration costs. Students representing an informal or organized group that sponsors a social event are liable for any damage to



College property that occurs in connection with that event. Students are expected to assist staff by accepting responsibility for damage to College property, and to identify those students who are responsible for such damage. Extensive or recurring damage to community areas may result in charges being incurred by the community and possible disciplinary action.

### **Drug Policy**

Federal and state laws control alcohol and illegal drugs. TSC reports violations to local police departments and college administration. Trinidad State College strictly prohibits the unlawful manufacture, distribution, dispensation, possession, use/abuse of alcohol and/or illicit drugs on College property or use as part of College activities. The TSC Student handbook outlines the College's policy on Drug and Alcohol use and outlines the Student Code of Conduct penalties associated with alcohol and drug use.

Use, possession, manufacturing, being under the influence, cultivating or distribution of illegal drugs including but not limited to marijuana, narcotics, methamphetamines, cocaine, opiates, LSD, mushrooms, heroin, designer drugs such as Ecstasy and GHB, or other controlled substances is prohibited. Use or possession of prescription drugs or over the counter products other than for the person prescribed, inappropriate use of, or for use other than the prescribed purpose is prohibited. Possession or use of drug paraphernalia including but not limited to equipment, products, and materials used to cultivate, manufacture, distribute, or use illegal drugs is also prohibited.

Although possession and use of marijuana consistent with the requirements of the Colorado

Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on college owned or college controlled property, and/or any function authorized or supervised by Trinidad State College and/or in state owned or leased vehicles.

Any student or guest possessing or consuming drugs, or drug paraphernalia, empty drug containers in the residence halls or elsewhere on campus will be subject to residence hall fine and TSC Student Handbook/Code of Conduct related discipline and law local enforcement, which could lead to eviction from the residence halls or suspension or expulsion from campus.

### **Emergency Procedures**

- For Emergencies call 911
- Tell the dispatcher what the situation is and stay on the phone until all questions have been answered and the dispatcher tells you to hang up.
- Residence hall staff should then be called immediately and informed of the emergency.

### **Entering a Student Room**

The College recognizes and respects a student's right to privacy, however, the College reserves the right to enter student rooms for the purpose of inspecting the premises for adherence to fire- and safety guidelines, routine cleanliness inspections, housekeeping, maintenance, necessary repair, or with a search warrant for the room itself, to aid in an arrest which began outside the room, or when an authorized agent has reasonable suspicion of a violation of contract that





includes: a) an occupant of the room may be physically harmed or endangered; b) damage is being done to College property; or c) College policy is not being adhered to as stated in the College Catalog, Student Handbook and the Residence Hall Handbook. The college will not enter a student room unless accompanied by second person, except for life safety emergencies.

### **Explosives and Combustibles**

Explosives of any nature, including flammable liquids, fireworks, hazardous materials and ammunition, are not permitted in the residence halls. This includes lighter fluid, propane torches and smokeless powder, black powder or any other combustible or explosive substance.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. FERPA information is found here:

<http://www.trinidadstate.edu/ferpa/index.html>

### **Gambling**

State law prohibits organized gambling in College residence halls. This is defined as: "Any behavior or wagering, for self or others, whether for money or not, no matter how slight or insignificant, where the outcome is certain or depends on chance." Gambling is a violation of the code of conduct and will be referred to the conduct officer

### **Harassment and Hate Incidents**

The TSC Student Code of Conduct prohibits the harassment of any member of the College community, meaning verbal or physical harassment, on the basis of gender, race, color, national origin, sexual orientation, age, religion, or physical disability. The Code also prohibits abusive conduct, including physical abuse, verbal abuse, threats, intimidation, stalking, coercion, and/or other conduct which threatens or endangers the physical or psychological health, safety, or welfare of one's self, another individual, or a group of individuals. Students

should refer to the TSC Catalog and Student Handbook for more information about the College sexual harassment policy and other policies, and the procedures for bringing a complaint. TSC encourages anyone who may experience harassment to report such incidents to a college administrator or the Title IX Compliance Officer, Lorri Velasquez.

Incidents of sexual harassment, assault, physical altercations, and physical harassment will be referred to the conduct officer and may be grounds for removal from the residence halls.

### **Hate Crimes**

Hate crimes are prosecutable offenses committed against a person or property with the intent to intimidate or harass another person because of perceived or actual race, ethnicity, national origin, religion, ability, age, gender, gender expression, socioeconomic status or sexual orientation. Hate crimes are prohibited in the residence halls and are a direct violation of the TSC Student Code of Conduct as outlined in the Student Handbook.

Incidents involving hate crimes will be referred to the conduct officer and may be grounds for removal from the residence halls.

### **Medical Marijuana Policy**

The possession and use of medical marijuana is illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continue to be prohibited while enrolled as a TSC student on campus, including while in campus housing." In addition, students must adhere to the regulations specified in program handbooks and may be subject to disciplinary action for failure to comply.

### **Overnight Guest Policy**

An overnight guest must be 18 years of age or older. A guest is not a contracted resident of a specific residence hall. Overnight guests must be approved by the housing director. Residents are responsible for the behavior of their guest and for notifying each guest of College and residence hall rules and policies. The guest must be escorted at all times. If a guest damages college property the guest and the resident host are both responsible for repair and/or replacement.



Residents may entertain their guests within the residence hall at any time, as long as first priority is given to consideration of the rights of roommates, and other floor members, and the community standards to which they have agreed. Rights to sleep, study, and feel comfortable in one's own environment take precedence over social uses of a room. Opposite sex guests in the halls are not allowed to use the community style restrooms. Guests in O'Connor are to use the guest restroom located by the lounge.

In an effort to provide all residents and guests adequate health and safety, the college requires overnight guests to register with housing staff. Guests are not allowed to stay more than 3 consecutive nights in a 1 week period. Registration forms are available at the office in O'Connor and Huggins. Overnight guests must be registered by 8:00pm.

### **Passive Involvement**

Being a member of a community means understanding and adhering to community standards and policies. It also means taking an active role in the development and wellbeing of that community. One community role is to ensure that community standards are upheld.

As a community member, you are responsible for your behavior, the choices that you make, and the behavior of your guests. It is our expectation that you will choose to abide by all College and housing policies as well as community standards. If you are ever in the presence of a policy violation, you have some choices:

- Attempt to stop the violation,
- Contact residence hall staff, or
- Remove yourself from the situation.

If you choose to remain at the scene of a policy violation, you may be included on the incident report and may be held accountable for a policy violation.

### **Pets**

Residents are not permitted to have pets in their rooms. Residents having pets in their rooms will be charged for damages and/or cleaning and maybe subjected to the code of conduct disciplinary action. A \$50 fine will also be issued. Pets include but are not limited to: dogs, cats, snakes, turtles, salamanders, newts, fish, frogs, rodents, etc. See the section on "Service Animals" for information regarding service animals.

### **Pranks and Practical Jokes**

Individual or group pranks and practical jokes that may lead to any of the following are not permitted:

- Actual or perceived harassment
- Accident
- Injury
- Damage to College property
- Damage to personal property
- Damage that requires abnormal and/or unnecessary cleaning of residence hall buildings and facilities. Residents in violation of this policy will receive disciplinary action and monetary fines and restitution. Pranks that violation the TSC Student Handbook/Student Code of Conduct will be subject to the discipline process. If no one comes forward, all residents of the residence hall may be fined to cover the expense of repairing/ replacing damaged items.

### **Public Areas**

All furniture located in public areas must remain in those locations. Removal of furniture from designated areas will be considered theft. When removing your personal room trash, please use the receptacles located outside of your residence hall. Please do not place personal trash in stairwells, bathrooms, or public trash cans within your hall. Study rooms are designed for academic use only. No illegal activities are permitted in the public areas. Under no circumstances are students to sit on windowsills, climb out of windows, or be on exterior window ledges. Students also are not permitted to



climb on residence hall buildings, ledges, or roofs. Students are prohibited from throwing any object out of room windows, or the window of any public area or lounge in the building. Students are also prohibited from removing window screens, whether in a residence hall room or public area. Violations of above incidents will incur a \$25 fine per incident in addition to disciplinary actions. Students may not use their residence hall room, or its address for commercial or business purposes. Students may post a message board on the exterior of their room door. The exterior of the door may not have any wording or material that is obscene or pornographic. The Director of Housing will have final say on what is offensive for exterior room door postings.

### **Quiet Hours**

Students have the right to sleep and study in the residence hall environment. It is very important that residents take the responsibility to follow the Quiet Hours and Courtesy Hours Policies in the residence halls and those areas directly surrounding the residence halls.

This means that even on weekends, residents have the right to sleep and study and may ask other students to keep the noise level down if they are being bothered by excessive noise.

A Quiet Hours violation is defined as any noise, from any source, being audible one door away from the source.

For the those areas surrounding the residence halls Courtesy Hours are in effect 24 hours a day, 7 days a week. This means that during the day, and even on weekends, residents have the right to sleep and study and may ask other students to keep the noise level down if they are being bothered by excessive noise. A Courtesy Hours violation is defined as any sustained noise, from any source, being audible over 50 feet from the source of the noise.

Quiet Hours begin Sunday through Thursday at 10 p.m. and end at 8 a.m. Friday and Saturday night Quiet Hours begin at midnight and end at 8 a.m.

### **Residence Hall Furniture**

The furniture provided for use in the lobbies and in the public space of the Residence Halls is for all of the residence and guests. Relocating furniture to individual rooms is considered theft of public property and is not tolerated. Should this furniture be found in a student room each resident of that room will be fined \$25 for each item of furniture found in the room. A fine of \$25 for each item will also be enforced for every occurrence of furniture being found in a room.

### **Restrooms**

Restrooms and shower facilities are provided in the middle of the hall on each floor of all residential buildings. These are single gender facilities based on the gender of the buildings residents. In O'Connor Hall a guest restroom is available on the 3rd floor in the lobby.

### **Safety Equipment**

TSC has a zero tolerance policy on tampering with safety equipment belonging to the College. Students caught altering their room or hall safety equipment will be held financially responsible for replacement and/or be referred to the conduct

office for a code of conduct violation. This includes, but is not limited to, covering the smoke detector in any way and blocking the door jam in any way. A fine of \$50 will also be enforced.

### **Sales and Solicitation Policy**

Door-to-door solicitation, distributing, and advertising is prohibited. A student or organization must secure authorization to sell on campus. In the case of residence hall authorization, it must be obtained through the Housing Office, 719.846.5497. On-campus sales by students or authorized student organizations are limited to designated areas, as approved by the Student Services Office in Berg 201.

### **Service Animals**

Students with specific disabilities may have service animals if the need is documented through the Special Populations and Disability Office. Students are responsible for behavior of the animals in regard to other standard policies of the residence halls and city codes. Exceptions to these policies may be requested and granted by the Housing Office. The training of service animals is limited to public areas in the hall. Animals in training must be with their trainer at all times and are not allowed to reside in the facilities.

### **Smoking/Vaping**

The residence halls at Trinidad State College are smoke-free buildings. Residents, guests, and staff members may NOT smoke in any residence hall. Individuals who choose to smoke will need to exit the residence halls and only smoke in the outside location that has been designated as a smoking area. Smoking is prohibited in all College buildings and within twenty (20) feet of any entrance, passageway, operable window, or ventilation system. Please note, smoking includes the use of e-cigs and other electronic vaporizing devices. A fine of \$50 will be enforced for each violation.

### **Space Reservations and College Events**

Sponsors must be recognized as a College-affiliated group. Permission must be granted by the Housing Office prior to the event in order to reserve a lobby, lounge, TV room, or any other public space in the hall.

All events must comply with all College policies. Large events may be required to have security coverage provided by the College. Sponsors are responsible for the cost of security coverage. Sponsors of any event are responsible for the behavior of the participants and for the facilities used. Any cleaning, repair, or replacement costs incurred as a result of the event will be charged to the sponsors if the individuals specifically responsible are not identified.

Any College residence hall sponsored event, whether on or off campus, may not include consumption of alcohol and/or drugs as a part of the event. An event is considered College sponsored if it meets any of the following criteria:

- College monies are used
- College vehicles are used
- College facilities are used College or hall equipment is used
- College or hall personnel organize and/or supervise the event
- The event is publicly advertised on campus

The sponsors of a social event could be held liable in a civil suit if state or local laws are violated (i.e. supplying drugs or alcohol to persons underage or supplying drugs or alcohol to an intoxicated person), particularly if harm comes to any person as a result of these actions.

### **Special Needs**

Students with special needs (dietary or otherwise) should contact the Housing Office or the Special Populations and Disability Office. For more information please contact Brooke Lucero at 719.846.5624

### **Sports/Activities in Hallways**

No sports or physical activities are allowed in or immediately around the residence halls. This includes hallways and corridors of the building due to the potential for Quiet Hours violations, damage to College property, harm to individuals, and disturbance of fellow hall members. Types of prohibited activities may include, but are not limited to:

- \*Throwing objects (Frisbees, footballs, baseballs, etc.)
- \*Wrestling
- \*Floor Hockey
- \*Bowling
- \*Boxing
- \*Inline Skates
- \*Airsoft guns
- \*"Nerf" guns
- \*Water guns
- \*Air pistols/rifles
- \*Skateboards
- \*Bikes
- \*Paintball guns
- \*Bouncing or kicking of balls

### **Stalking**

Stalking is a crime in the state of Colorado and is generally defined as willful and repeated following and harassment combined with a credible threat intended to cause the victim to be in fear for their safety. Stalking behaviors can affect the mental and physical health of the victim. Incidents of this kind should be reported immediately to the police and then notify the Housing Office. Don't hesitate to ask for help.

### **Theft, Stolen Property**

Theft or unauthorized use of College or others' personal property is prohibited. The Trinidad Police Department will be informed of cases involving stolen property. The TSC Student Handbook identifies theft as a violation of the Code of Conduct and identifies penalties associated with theft. In the event a theft occurs, the student is responsible for reporting and filing a report with the Trinidad Police Department. The student should also notify the Housing Office of any personal property theft as soon as possible.



## Firearms Authorized Use

The TSC Gunsmithing Department maintains procedures and regulations pertaining to the use of firearms as part of recognized programs of instruction, which require access to a firearm as an integral part of the program curriculum. Program procedures outline authorized use/possession of firearms on campus including repair or modification work, authorized law enforcement use, vault storage procedures and instructional purposes associated with the Gunsmithing programs.

Gunsmith students residing in the residence halls are allowed to keep NON-OPERABLE firearms in their room. Gun safes are not permitted. Locking cabinets are allowed so long as they are under 60 pounds. Firearm ammunition is NOT permitted in the residence halls. The College reserves the right to inspect firearms at any time for any reason. Failure to comply with this policy may result in loss of housing, a college student code of conduct follow up, College disciplinary action, including but not limited to immediate removal from the residence halls, expulsion from the College, and a legal citation.

## Firearms Policy

The policy for firearms on campus are outlined in the TSC Student Handbook and Colorado Community College System, System President's Procedure SP 19-10. For more information on this procedure go to <https://www.cccs.edu/wp-content/uploads/2013/09/SP19-10.pdf> The procedure outlines that no person may have on his or her person any unauthorized firearm, conceal carry, ammunition, explosive device, or illegal weapon on campus or any facility used by the college.

## Threats

Threats of any kind – real, false, implied, or perceived – against a person or property are a violation of the Student Code of Conduct and will not be tolerated. Housing staff are expected to always be cautious and respond to any knowledge of threat or injury to residents. Students who makes threats to others or to themselves will be referred to the conduct office. In addition the Trinidad Police Department may be contacted.

## Videotaping and Camera Use

Consistent with state law and College policy, persons living in or visiting the College residence halls have rights as well as responsibilities regarding the privacy of others. No person may videotape, audio record, or take photographs of any person in a private location without that person's explicit knowledge and consent. Private locations include, but are not limited to, residence hall rooms, bathrooms, and lounges.

Trinidad State College does record the exterior and some public spaces using video surveillance.

## Weapons

Students may not possess functional firearms in their rooms.

Weapons are defined as:

- Hunting knives over 6 inches in blade length, and not part of the gunsmithing curriculum,
- Archery
- Fencing foils or sabers
- Paintball guns
- Pellet/Air guns
- Taser guns
- Air soft guns
- Martial arts equipment
- Slingshot
- Swords of any type
- Any item that is a reasonable facsimile of the above
- Functional firearms
- Explosives of any nature (including fireworks, flammable liquids and ammunition)

These items are strictly prohibited in the residence halls. If firearms are brought to campus, storage accommodations must be made through the Director of Housing. Exotic weapons (such as swords, nun chucks, etc.) are also not permitted on College property.



# Safety and Security

Trinidad State College is committed to providing a safe living environment for all residents. Personal security in and around campus residence halls has been approached proactively, and personal security in a student's residential living space has the highest priority. Residents should feel most safe and secure in their rooms. To travel from outside a residence hall to a residential room, residents will have to successfully pass through at least one (1) control point. Key access allows residents to enter their hall and floor. Guests must always be escorted when inside a residence hall. Please call 719.846.5497 with any questions.

The College provides residence hall supervision through Trinidad Police Department, Residence Assistants and housing staff. Entry/exit areas, parking lots, and the exterior buildings may be recorded through camera surveillance.

Trinidad State has a emergency alert system. It is highly encouraged that all residential halls students sign up for this service through the Student Portal.

## Crime Statistics

The Office of Student Affairs prepares an Annual Security Report to comply with the Jeanne Clery Disclosure of Campus Crime Statistics Act. The full text of the report can be found on TSC's website at [www.trinidadstate.edu](http://www.trinidadstate.edu). This report is prepared in cooperation with local law enforcement agencies surrounding our campuses, the housing office, the conduct officer and the Vice President of Student Services. Each entity provides updated information on their efforts and programs to comply with the Act.

The Annual Security Report is required by federal law and contains statements and crime statistics for TSC. The statements address TSC's policies and procedures concerning safety and security. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school and on public property within or adjacent to the campuses. This report is available online at [www.trinidadstate.edu](http://www.trinidadstate.edu). You may also request a paper copy of the report from the Student Affairs Office on the Trinidad Campus or the Student Services Office on the Alamosa Campus.

Campus crime, arrest and referral statistics include those reported to Campus Security, designated campus officials (including but not limited to directors, deans, department heads, and designated staff) and local law enforcement agencies. Each year, an email notification is made to all enrolled students that provides the web site to access this report. Faculty and staff receive similar notification. Copies of the report may also be obtained at the TSC Office of Student Affairs. All prospective employees may obtain a copy from Human Resources or by calling 719.846.5643.

## Safety and Security

The Housing Office has taken several steps to improve the safety of its residents:

1. Student doors have heavy duty, high security locksets on solid core doors.
2. Door viewers on student doors.
3. Twenty-four hour lock up on all residence hall access areas key access only.
4. Smoke and fire detection systems in all halls.
5. Crash bars on all exit doors.
7. Security latches on the windows.
8. All exterior doors in the residence hall system are recorded for proper position and alarmed; all external fire tower doors are designated "Emergency Exit Only" and will activate an alarm if opened.
9. TSC contracts with a local security company who patrols the dorms on a frequent schedule

## Reporting Disabilities

It is suggested that residents with disabilities share that information with their Resident Assistants (RAs) at the beginning of the semester. This information assists emergency personnel in providing appropriate help in case of evacuations and emergencies. Reporting is not a guarantee of safety during an evacuation. Reporting is strictly voluntary.

## Reporting Hazards

Report non-emergency hazards to the Director of Housing. The information will be passed to the appropriate department for correction. In emergency situations, dial 911. Always remain on the line until the emergency dispatcher has adequate information and tells you that it is okay to hang up (if your safety is threatened at the location of the telephone you are using, evacuate the area).

## Security

Students are expected to observe lock-up procedures and cooperate with programs designed to maintain the security of residents. Propping of entrance doors is prohibited. Any individual caught by an RA or the Director of Housing propping open an entrance door or letting a person or group of un-escorted people enter will face disciplinary action and be fined \$20. When a door is found propped open and no one takes responsibility, then that entire residence hall will be fined.

## Motorcycles/Bicycles

To assist with safe building evacuation, bicycles/motorcycles are not allowed in hallways or stairwells, nor are they to be chained to stairwells, railings, or trees at or near building exit routes unless it is a provided bicycle rack. They may be confiscated if they are deemed a hazard.

## Theft

Unfortunately, theft can be a problem in College residence halls. For this reason, you are encouraged to be sure your personal possessions are covered by some form of insurance either as a part of your parents' homeowners' policy or by a separate renter's insurance policy. For this reason, it would be helpful to engrave an identification

number on your valuable possessions and have a list of items including description, value, model number, and serial number prepared in advance. It is important for you to protect your possessions and those of your fellow students. Keep your room door locked whenever you are out of your room, sleeping, or napping. When you see strangers who do not appear to belong on your floor, report them to an RA or housing staff.

### **Renter's Insurance**

All students living in the residence halls should purchase insurance to cover personal items (bikes, books, computers, etc.) that may be damaged by natural disasters or stolen. The College does not cover students' personal items. Parents' homeowner policies may provide coverage or renter's insurance can be purchased for a nominal fee.

### **Window Screens**

Window screens are there for your safety and protection. Removal of the window screen is a safety violation and a charge will be assessed for its replacement. Report any lost, damaged, or stolen screens immediately to the Housing Office.

### **Fire Safety**

Enforcement of the fire and life safety standards is everyone's responsibility. Your Housing staff and other College officials will be involved in observing and monitoring all standards. Periodic inspections of student rooms help promote fire and life safety awareness, as well as identifying any noncompliance of safety standards. Fire drills are conducted each semester. The Housing Office works in conjunction with the Trinidad Fire Department in evaluating fire and life safety issues. Your cooperation in changing or removing any unsuitable materials or life threatening conditions is appreciated.

TSC is committed to assisting all members of the TSC community to provide for their own safety and security. The Annual Fire Safety Report compliance document is available within the Annual Security Report and is available online at [www.trinidadstate.edu](http://www.trinidadstate.edu) or you may request a copy by calling the Office of Student Affairs at 719-846-5643. Per federal law, TSC is required to annually disclose statistical data on all fire and fire safety procedures that occur in on-campus student housing facilities. The Annual Fire Safety Report contains information regarding campus security and personal safety including topics such as: crime prevention, fire safety and other matters related to safety on campus.

### **Fire Safety in Student Rooms**

Smoking is not allowed in any of the residence halls.  
Door Decorations: Minimize posters and pictures on your door. These items are combustible. The doors act as a barrier in the event of a fire, and combustible materials attached to the inside of the door could get hot enough to ignite and spread fire into your room. Ceiling Decorations: NO ceiling attachments.  
Wall Decorations: Posters and wall hangings are acceptable. Cloth wall hangings, however, must be treated with fire retardant.

Halogen Lamps: Halogen lamps ARE PROHIBITED.  
Candles and Open Flames: Due to fire safety candles (including unburned or decorative) and any items with an open flame or exposed heating coils are not allowed in residence hall rooms. Incense burning is also not permitted.  
Flammable Liquids: Kerosene, gasoline, lighter fluid, and other flammable liquids are NOT permitted in the residence halls.  
Appliances: The misuse and illegal use of electrical appliances create serious hazards in residence halls. Only safe, relatively



low-wattage appliances are permitted in your room. These include hair dryers, shavers, hot curlers, study lamps, radios, televisions, DVD and CD players, electric blankets, thermostatically controlled coffee makers, popcorn poppers, small microwave ovens, and compact refrigerators. Do not cook with open flames or coils (no toasters, toaster ovens, or electric coil cook tops) and do not leave food in an appliance unattended. Fires have even been caused by popcorn burning in a microwave!

This includes, but is not limited to, covering the smoke detector in any way and blocking the door jam in any way. A fine of \$50 will also be enforced.

**Electrical Fixtures:** Electrical light fixtures are not to be modified in any way. If additional outlets are needed, we allow each resident to have one power strip (we strongly recommend one with power surge protection). Each power strip used must be plugged into a wall outlet – do not plug power strips into other power strips. Appliances such as microwaves and refrigerators must be plugged directly into a wall outlet, not an extension cord or power strip.

**Holiday Decorations:** Party and holiday decorations have contributed to fire damage and loss of life in residence halls around the country. Therefore, only artificial trees are permitted in student rooms or lounges. Holiday lights cannot block access to the room by the doorway or the windows. They cannot be hung from the ceiling. Flameproof materials are available at local retailers.

Social gatherings in private rooms must be contained entirely within the room and comply with the Housing Offices' maximum occupancy limit of 4 per room.

### **Fire Evacuation/Escape**

Before an emergency arises, make sure you know the location of exits and your meeting area (check with your RA). In a fire situation:

- Don't panic; stay as calm as possible. You will need to think clearly to make the right decisions.
- Feel the door knob with the back of your hand or palm to test for heat.
- If the door is cool, brace yourself against it, and open it slowly to check for flames and/or smoke.
- If there is smoke in the air, stay low and move quickly in a crouched position or crawl to the nearest exit. The most breathable air is always near the floor. If one exit is blocked, try the next nearest exit.
- Alert others by shouting or knocking on doors as you make your way to the stairs.
- Escape either via the stairs or Fire Ladders. Fire ladders are located in the RA rooms on the 2nd and 3rd floor of your hall.
- Once you evacuate, report to your meeting area, follow directions of fire and police personnel, and never re-enter the building until authorized.

**Huggins Hall Meeting Area:** Parking lot across the street in front of Huggins Hall.

**Johnson Hall Meeting Area:** Tennis courts east of Johnson Hall.

**O'Connor Hall Meeting Area:** Grass area north of the Berg Building.

**Romero Hall Meeting Area:** Parking lot by Latuda Hall and Massari Theater

Failure to evacuate a building is taken very seriously by the Housing Office and could result in disciplinary action. There are fire evacuation diagrams and fire extinguishers located on every floor of each residence hall. Please take time to familiarize yourself with the locations of fire exits, fire extinguishers, and pull-alarm stations in your residence hall. Tampering with fire extinguishers can leave you and others unprotected in case of a fire. Please remember, false alarms could reduce the response of residents when a fire occurs. If hall residents can't trust the legitimacy of the fire alarm, they may find themselves trapped by fire in a real emergency. Abuse of fire equipment, false alarms, and arson are serious crimes. Violators are subject to fines, College disciplinary procedures, and criminal prosecution.

### **If You are Trapped During a Fire**

- Don't open your door if it is hot to the touch and/or smoke is seeping in around it.
- Remain calm! Your room has some fire resistance, giving you time to call help.
- Pack the space under the door with wet towels, sheets, or clothing
- Open the window (if you are on the first floor, you may be able to escape safely).
- Let people know that you are trapped. Dial 911 if possible, wave a towel, sheet, etc. out your window, and yell.
- Stay low on the floor near the window. Placing a wet handkerchief or towel over your face and head is helpful in smoke-filled rooms.

Plan ahead and be prepared!

Knowing your escape route and the location of your meeting area, as well as following the Fire Safety guidelines, is your best defense.



Trinidad State College is located about 3 hours south of Denver and 3 hours north of Albuquerque. Students may drive, take a bus, ride a train or fly by plane to arrive in Trinidad. Once in Trinidad a vehicle is not necessary for movement around campus and within the city. For students who do bring vehicles to campus, the following information is important.

## **Parking on Campus**

If you plan to bring your vehicle you do not have to purchase a parking permit. Parking at TSC allows you to park on a first-come, first-serve basis. Please refer to the campus map on page 2 for available parking areas. There is no parking in designated yellow zones, red zones, handicapped spaces (without proper credentials displayed) and signed designated parking spaces.

## **Bicycles, Skateboards, and Rollerblades**

Because it is not necessary to have a vehicle while attending TSC, bicycles, skateboards and rollerblades may be a mode of transportation to consider. A bicyclist in Colorado has all the rights and responsibilities applicable to the driver of any other vehicle per Colorado State Statute. That means bicyclists must obey the rules of the road like other drivers, and are to be treated as equal users of the road. Bicyclists, like vehicle drivers, can be ticketed for not obeying Colorado Traffic Laws or local municipal laws, or penalized for not obeying the laws. Please remember the four basic riding rules; ride on the right, stop at all stop signs and stoplights, use hand signals when turning, and use a light at night. The use of a bike helmet is strongly encouraged. To learn more about riding your bicycle safely, please visit the Colorado Department of Transportation's website at [www.coloradodot.info/programs/bikeped/bike-ped-manual](http://www.coloradodot.info/programs/bikeped/bike-ped-manual).

It is recommended that you secure your bike with case-hardened chains, sturdy locks, and/or a U-lock. Do not lock bicycles to anything other than designated racks. Bike lights and reflectors are required by law after dark and will be enforced.

Rollerblades, long boards, scooters and other modes of personal transportation can also be used to get around campus quickly and easily. However, rollerblades must be removed before entering College buildings. Rollerblades must not be ridden in College buildings.

Skateboards are not allowed on the Trinidad State campus.

## Mission Statement

### **Trinidad State College Mission Statement:**

*Enriching our diverse community through quality educational experiences and lifelong learning.*



# **Terms and Conditions for Living in the Trinidad State College Residence Halls**

## **Binding Contract/General**

This Contract shall be binding for the entire academic year or the remaining portion thereof as specified, so long as the student enrolled at Trinidad State College (TSC) as a student. An advance deposit of \$100 is required to complete the contract. Make payment to the business office before occupancy. Students will be provided either a double occupancy room with a roommate or a single occupancy room if available and a meal plan. Cost includes room and board.

## **Eligibility**

Only full-time (enrolled in 12 credit hours each semester) students at TSC may reside in the Residence Halls unless special permission is given by the Director of Housing.

## **Length of Agreement**

The terms of this agreement apply to the academic year in which the agreement was entered. This includes the fall and spring semesters if applicable. The period of occupancy for the academic year will begin the day before the beginning of the New Student Orientation of the Fall Semester, as specified by TSC and end the day after finals by 5 PM for Fall Semester. For Spring semester, the period of occupancy will begin the Saturday prior to the first day of classes and will end the 5 pm the day of graduation in May. For specific dates please see the TSC calendar. The period between Fall Semester and Spring Semester will not be a housing period and will not be included in the Residence Hall Room and Meal Plan Contract.

## **Assignment of Space**

TSC agrees to assign accommodations and provide room and meal plans only after the student has: (1) completed a housing application; (2) submitted the advance payment in accordance with the instructions contained herein. TSC for the purpose of reserving space and insuring payment of possible damages and other residence hall costs keeps a sum of \$100 on deposit. The deposit is returned to the student, minus any debts owed to the college. TSC will return the deposit using the method selected through BankMobile Disbursements for all refunds from TSC.

## **College Liability**

TSC shall assume no responsibility for the theft, destruction, or loss of money, valuables, or other personal property belonging to or in the custody of the student for any cause whatsoever. Whether such loss occurs in the student's room, public areas, in baggage handling related to shipment or elsewhere in the residence halls. Students are strongly encouraged to carry their own renter's insurance as neither TSC, nor the state, will assume responsibility for the loss due to fire, theft, or mischief.

## **Termination by Student**

All enrolled students at TSC who execute this contract are committed to the agreement for the full academic year subject to the following stipulations. The contract may be terminated without penalty, other than payment of charges, for the student's length of stay in the residence hall, if the student: A) competes the requirements for graduation after the fall semester and applies for release of the contract at least two weeks prior to the end of the semester in which the student graduates; B) withdraws from TSC for family emergency reasons, which are confirmed with a written statement from the parent or guardian and confirmed by the Director of Student Life; C) plans to marry at the end of the semester and applies for a release at least two weeks prior to the end of the semester; or, D) does not return to TSC as a student the next semester.

## **Assessment of Penalty**

The only condition that will allow for the termination of the residence hall contract with the extra assessment to the student is if the student is dismissed or suspended from TSC and/or the residence hall for disciplinary reasons during the semester. The student will be assessed an additional penalty of 14 day's room and 7 day's meal plan and forfeit of the \$100 occupancy/damage deposit.

# IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

## LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### TEACHER

Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open the door  
Maintain silence  
Take attendance



## LOCKOUT! SECURE THE PERIMETER.

### STUDENTS

Return inside  
Business as usual

### TEACHER

Bring everyone indoors  
Lock perimeter doors  
Increase situational awareness  
Business as usual  
Take attendance



## EVACUATE! TO ANNOUNCED LOCATION.

### STUDENTS

Bring your phone  
Leave your stuff behind  
Follow instructions

### TEACHER

Lead evacuation to location  
Take attendance  
Notify if missing, extra or injured students



## SHELTER! HAZARD AND SAFETY STRATEGY.

### STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

### TEACHER

Lead safety strategy  
Take attendance



# \$ HOUSING FINES \$

**\$50**

- **Lockout Charge** - Having your room door unlocked by staff

**\$75**

- **Propping Outside Door Charge** - Propping open an entrance door, or letting a person or group of people in that are not escorted

**\$50**

- **Cleanliness Charge** - \$25 per hour
- **Noise Violation** - Any noise, from any source being audible one door away from the source - \$50 each person in the room
- **Lobby Furniture Violation** - \$25 per item for each person in room and each item in room
- **Unauthorized Keys Violation**-Possession of unauthorized keys

**\$100**

- **Improper Check-Out Charge** - not following procedures when checking out of room
- **Hazardous Materials Violation** - This includes smoking/vaping, incense, candles, cooking appliances, hazardous materials, or any other flammable material in room - \$50 per item found
- **Animals Violation** - \$50 per person in room
- **Safety Equipment Violation** - Tampering with any safety equipment in room and/or blocking the door jam in any way - \$50 per violation

**\$250**

- **Alcohol & Drug Violation - Possession or consumption of alcohol/drugs and/or empty containers and/or paraphernalia** - \$50 per person present
- **Improper Firearms Storage Violation** - Having not properly documented firearms in room- \$50 per firearm in room
- **Ammunition Violation** - Ammunition, reloading components/supplies, primers, black powder

**The following activities may result in immediate removal from the residence halls:**

- **Assault**
- **Theft** (if law enforcement involved)
- **Harassment** (sexual or physical)
- **Improper Firearms Storage**
- **Accidental Firearms Discharge**
- **Unauthorized Firearms** (Having not properly documented firearms in room)
- **Ammunition** (Ammunition, reloading componets/supplies, primers, black powder, smokeless powder)

- **All violations also have disciplinary action**
- **3 violations in the same academic year may result in removal from residence halls**
- **Lost Keys will result in the charge of \$25 for room key & \$125 for outside door key**
  - All disciplinary actions and charges may be appealed